

**HUMAN RESOURCE OFFICE  
THE ADJUTANT GENERAL OF VIRGINIA  
MULLINS ARMORY/5901 BEULAH ROAD  
SANDSTON, VA 23150**

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**STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT**  
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**ANNOUNCEMENT NUMBER:** 40-12

**POSITION TITLE:** Supply Sergeant

**GRADES:** SSG/E-6

**DMOS:** 92Y30

**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**UNIT:** 3647<sup>th</sup> Maintenance Company

**Location:** Blackstone, Virginia

**OPENING DATE:** 29 August 2012

**CLOSING DATE:** 27 September 2012

**POC FOR ADDITIONAL INFORMATION:** SFC Sharon Hagans, at (804) 236-7831/  
DSN 441-7831 or CPT Jennifer Glasscock, (804) 236-7826, DSN 441-7826.

**BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** Accomplishes the following day-to-day functions: Request, exchange, issue, recover and turn-in of personal clothing in accordance with current directives. Accounts for item hand receipted to the unit by issue to and turn-in from individuals. Requests, receives, stores and turns in property as required and directed by the PBO. Assists members of the unit in obtaining items other than MTOE and OCIE equipment required for their operations. Maintains records and reports on POL at unit level as required. Inventories sensitive items in accordance with current directives. Sub-hands receipts property to user level and accounts for all property non sub-hand receipted. Represents the commander during all supply-related visits. Maintains expendable/durable document register for the unit. Maintains a repair parts document register for the unit. Initiates inventory adjustment documents for the unit. Furnishes supply related feeder reports as required. Provides technical assistance to subordinate detachments if applicable. Works under the administrative supervision of the Senior full Time Support Person of the unit to which assigned. Accomplishes day-to-day assignments independently in accordance with established policies and procedures.

**WHO MAY APPLY:** Open to all AGR/Military Technicians/Traditional soldiers in grades SGT/E5 through SSG/E6, who are members of the Virginia Army National Guard.

JFHQ-VA-J1-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 40-12

**NOTE:**

**In regards to ALL current and future AGR Vacancy Announcements open to SSG and above, the following applies:**

For entry into the AGR Program, SSG or above, must possess the required grade and MOS level authorized for the AGR duty position.

For Subsequent duty in the AGR program, SSG or above who do not possess the required MOS, must become MOS qualified within 12 months.

**In regards to ALL current and future AGR Vacancy Announcements open to SGT and below, the following applies:**

SGT and below, if not MOS qualified in the required MOS for the vacancy announcement, must be qualified within 12 months (entry and subsequent tours).

**QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:**

**MEMBERSHIP:** When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

**AGE:** If an enlisted soldier, must be 18 years of age and not have reached his or her 55<sup>th</sup> birthday.

**PHYSICAL AND MEDICAL:** Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.

**MILITARY EDUCATION:** If an enlisted soldier, must have completed initial entry training (IET)

**YEARS OF SERVICE:** Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of AS. The date of mandatory removal from an active status based on age, or service (without an extensions), under any provisions of law or regulation.

**GRADE AND SPECIALTY:** If a Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position.

**REENLISTMENT OR EXTENSION:** If an enlisted soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS).

**ADMINISTRATIVE REQUIREMENT:** Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

**HOW TO APPLY:** Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs. If you are a new E-5 and have not received an NCOER you **MUST** submit a letter of recommendation from your **Commander.**
3. **Certified** copy of DA Form 2-1 or Enlisted Record Brief (ERB). Certified means having your unit of assignment certify a "True Copy" and a signature **not older than 1 year.**

4. Copy of current physical (DD2807-1 and DD2808) completed within the last five years or a copy of the automated MEDPROS data sheet.
5. Photograph in Class A or Blue Army Service Uniform (ASU) taken within the last 12 months. DA Photo not required. Photo must be 5X7 or larger and ¾ length to insure visibility of the uniform. Photo must be dated.

**NOTE:**

**If applicant is Deployed, photo may be taken in ACUs**

**If applicant has not been issued the Class A uniform or Blue Army Service Uniform (ASU), photo may be taken in ACUs. A memo from the unit Supply Sergeant must be submitted stating that the Class A or ASU uniform was never issued.**

6. Documentation to support all periods of active duty/service creditable for retirement. Any of the following may be used **DD Forms 214, DA Form 1506, or NGB Forms 23/23B.**
7. Any additional information the applicant may wish to submit for consideration i.e., DA Form 705, Height and Weight Statement, etc.

**SECURITY CLEARANCE:** Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to the appointment to the position, the offer for the position maybe revoked. Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

**QUALIFICATION REQUIREMENTS:** Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

**SPECIAL INFORMATION:** Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

**REMARKS:** Submit applications to this HQ, ATTN: JFHQ-VA-J1-M, Mullins Armory, 5801 Beulah Road, Sandston, Virginia 23150, No Later Than (NLT) close of business on the closing date of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **Faxed or Scanned applications will not be accepted.**

**THE J1 OFFICE WILL NOT SCREEN APPLICATION PACKETS. IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT A COMPLETE PACKET IS SUBMITTED.**

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A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements are available at <http://vko.va.ngb.army.mil/virginiaguard/> Click on Virginia National Guard and then click Job Vacancies.

FOR THE ADJUTANT GENERAL:

//SIGNED//

CARL F. BESS, JR., Col, VaANG  
Human Resource Officer